

## **NZEB Open Doors Ireland**

### **Professionals Webpage User's Manual**

2015

*Supported by*



## INTRODUCTION

If you are a professional engaged in the low energy building sector (architect, energy consultant, builder, contractor, supplier etc) and you wish to register on the NZEB Open Doors Ireland website, please follow the steps below.

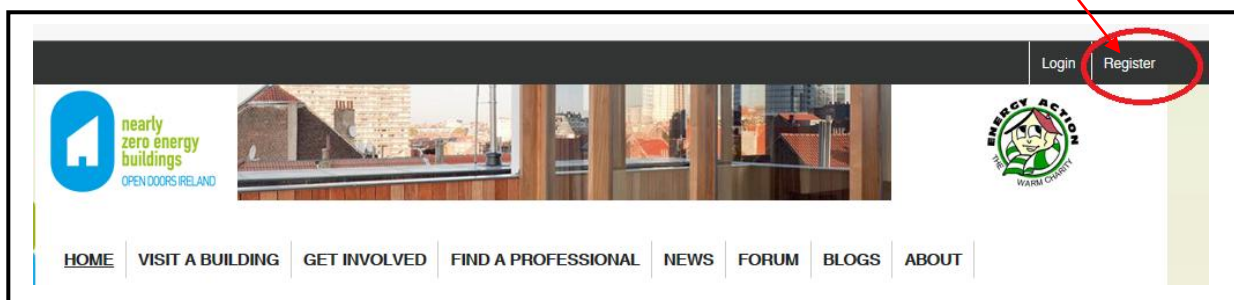
If you wish to submit a building for the Open Doors Ireland event, please follow the steps outlined in a separate document, the Property Owner's NZEB Website User's Manual. (In that case, you would register as both a professional and an Exhibitor).

Once registered a professional, building owners can then opt to select and list you as a professional associated with their building project.

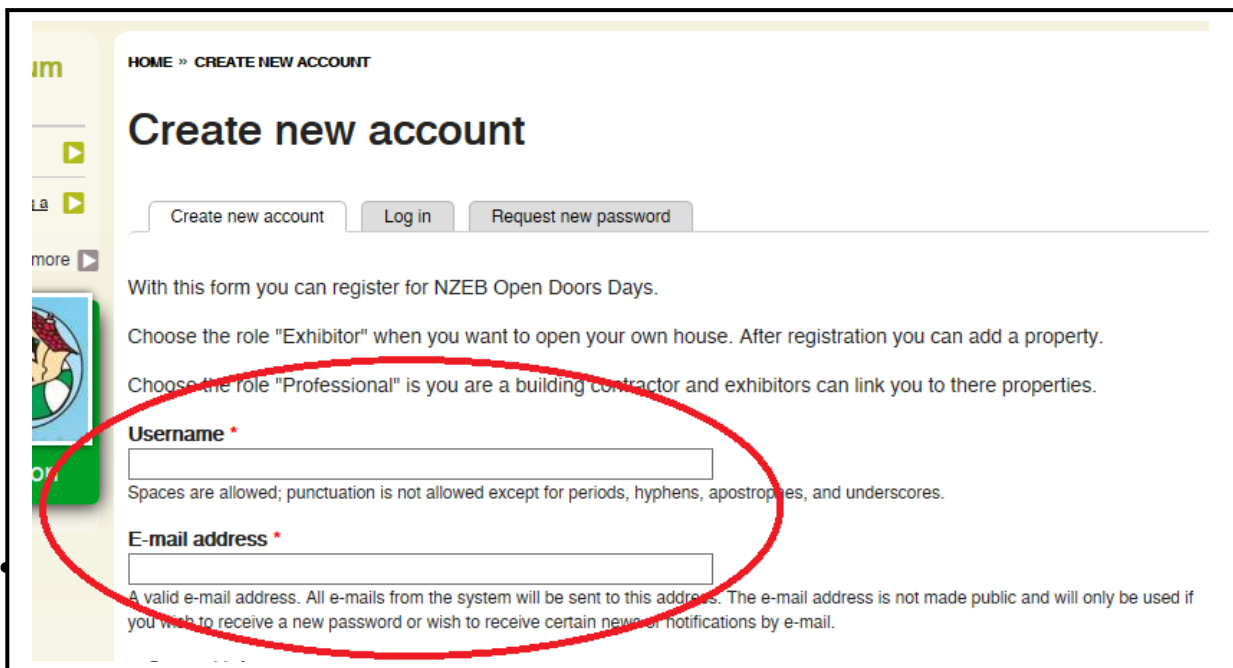
## HOW TO CREATE A USER ACCOUNT

To register as a professional, you must create a new account.

- To create a new user account, click on 'Register' in the right-upper corner of the webpage.



- Under 'Create new account'
  - Enter your Username (you can decide this) and email address



HOME » CREATE NEW ACCOUNT

### Create new account

Create new account Log in Request new password

With this form you can register for NZEB Open Doors Days.

Choose the role "Exhibitor" when you want to open your own house. After registration you can add a property.

Choose the role "Professional" if you are a building contractor and exhibitors can link you to their properties.

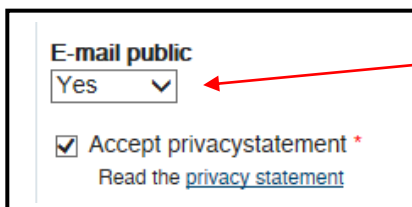
**Username \***

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

**E-mail address \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

E-mail public:

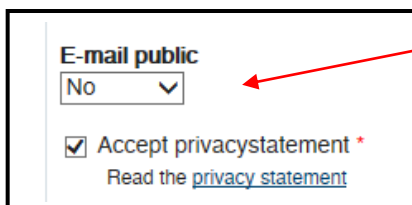


**E-mail public**

Yes

☒ Accept privacy statement \*  
Read the [privacy statement](#)

- Select 'Yes' if you wish your email address to appear on the NZEB website
- Accept the privacy statement



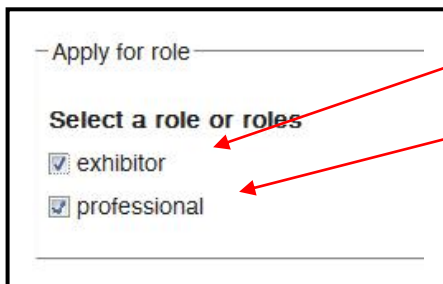
**E-mail public**

No

☒ Accept privacy statement \*  
Read the [privacy statement](#)

- Select 'No' if you do not wish your email address to appear on the NZEB website
- Accept the privacy statement

- Apply for Role



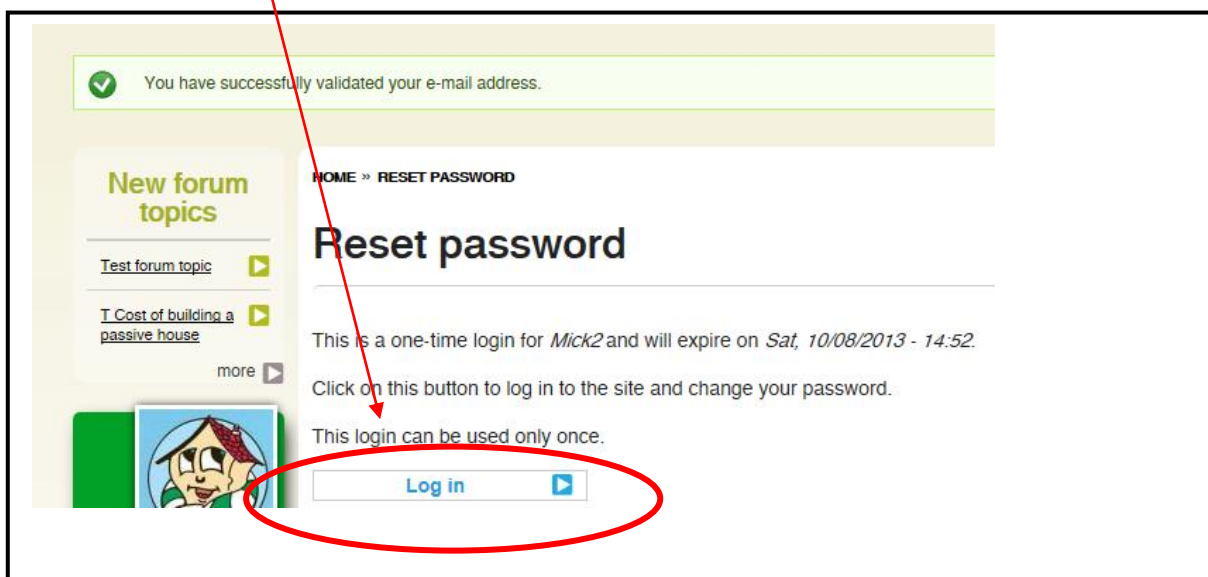
- If you wish to register as a professional, select professional. This allows exhibitors to link you to their properties\*
- You can select both Exhibitor and Professional if applicable, if you also wish to add a building to participate in the NZEB Open Doors event.

*\*The professional categories listed elsewhere on the website are architect, contractor/building company, energy consultant, installed and manufacturer.*

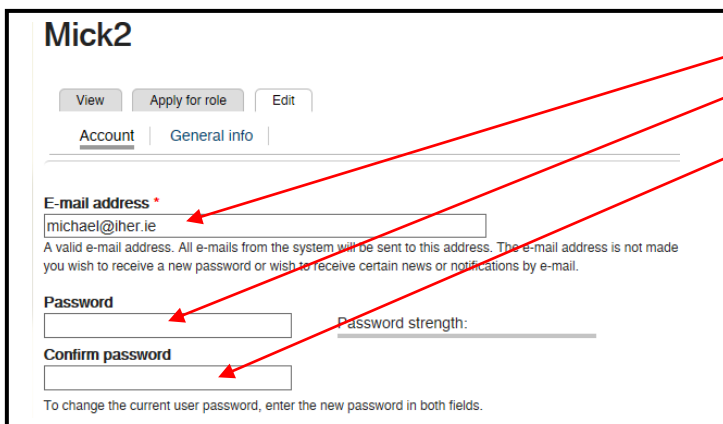


- Click on create new account to complete this step

- A confirmation email will then be sent to your email address.
- Your confirmation e-mail will contain a link. Please click this link.
- The screen below will appear.
- Ignore the option 'Click on this button to log in to the site and change your password'.
- Simply select **Log in**



- After you click on Login in, you should now set your password



**Mick2**

View Apply for role Edit

Account General info

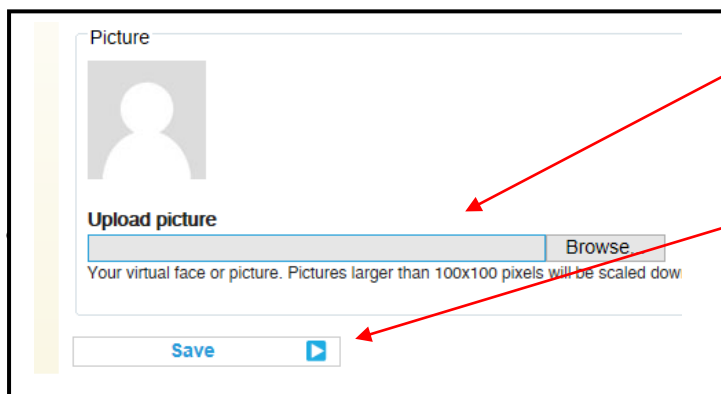
**E-mail address \***  
michael@ther.ie  
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password**  
Password strength:

**Confirm password**

To change the current user password, enter the new password in both fields.

- Enter your email address
- Enter your password
- Confirm your password



Picture

Upload picture

Browse

Your virtual face or picture. Pictures larger than 100x100 pixels will be scaled down

Save

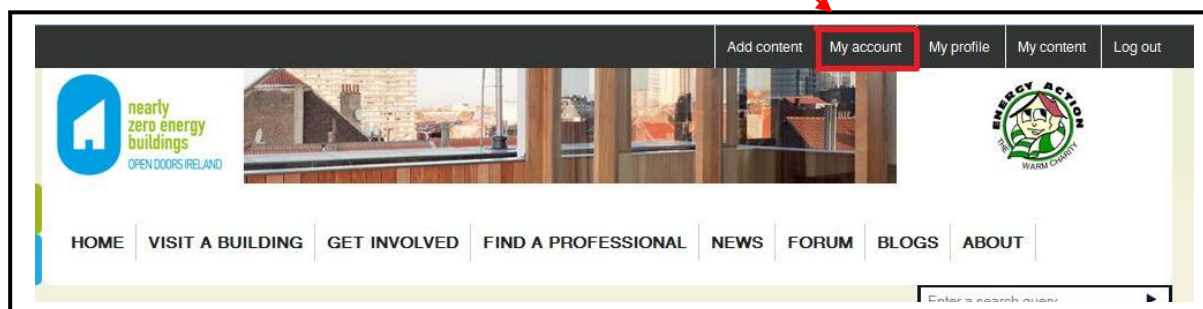
- Select browse to find your image for uploading, if you so wish.
- Press Save

- **YOU ARE NOW REGISTERED AS A USER**

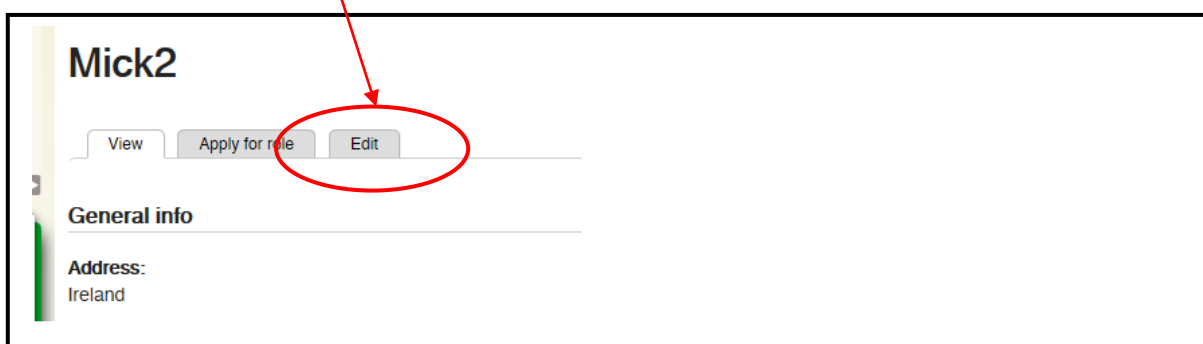
## HOW TO EDIT YOUR ACCOUNT DATA

You can edit your account data or change your password at any stage. Please follow the following steps if you wish to make such changes:

- Click on the “My account” panel from the top upper menu.

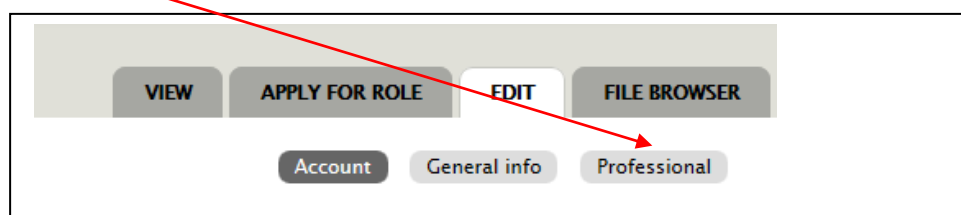


- Then click on the edit option and proceed to change your password.



## HOW TO ENTER YOUR PROFESSIONAL DETAILS

Please go to the “My Account” tab as shown on the previous picture, click on edit and click on Professional.



Enter the company's name and description. Tick one or more of the available activities from the list of four. Optionally, you can enter the company's address, e-mail, logo etc.

Click Save when finished. You are now registered as a professional.

[Home](#) » [My profile](#)

**Energy Action NZEB**

**Company Name**

**Company General description**

**Company Activity**  
☐ Architect  
☐ Contractor / Building Company  
☐ Energy Consultant  
☐ Manufacturer

**COMPANY ADDRESS**